Defense Travel Management Office

WELCOME

F-210

Fiscal Year (FY) Crossover

F-210 CLASS OVERVIEW

Topic: **Fiscal Year (FY) Crossover process as it applies to the Defense Travel System**

Time: **Approximately 45 minutes**

Target Audience:

Finance and Budget DTAs
Not appropriate for travelers

Pre-Requisites:

None required;

DTS experience or knowledge suggested

TECHNICAL ISSUES?

- **AUDIO GAPS**
- **SLOW SCREEN CHANGES**
- **DISCONNECTS**

- ✓ *Exit class*
- ✓ *Close all other software applications*
- ✓ *Log back into class*
- ✓ *Check with local IT staff*

If problem persists call the DISA Help Desk:

ATTENDANCE CREDIT

SELECT: *GUEST*
ENTER: *FULL NAME + SERVICE/AGENCY INITIALS*

Acrobat® Connect™ Professional

F-205 Advanced CBA Reconciliation

◉ Enter as a Guest
Type your name:

Helen Smith/DTMO

Enter Room

DCO
DEFENSE CONNECT ONLINE

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions: -The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. -At any time, the USG may
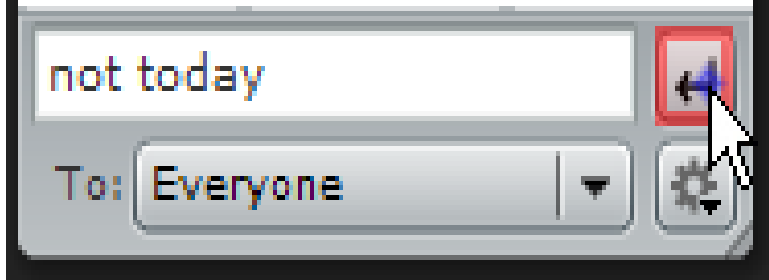
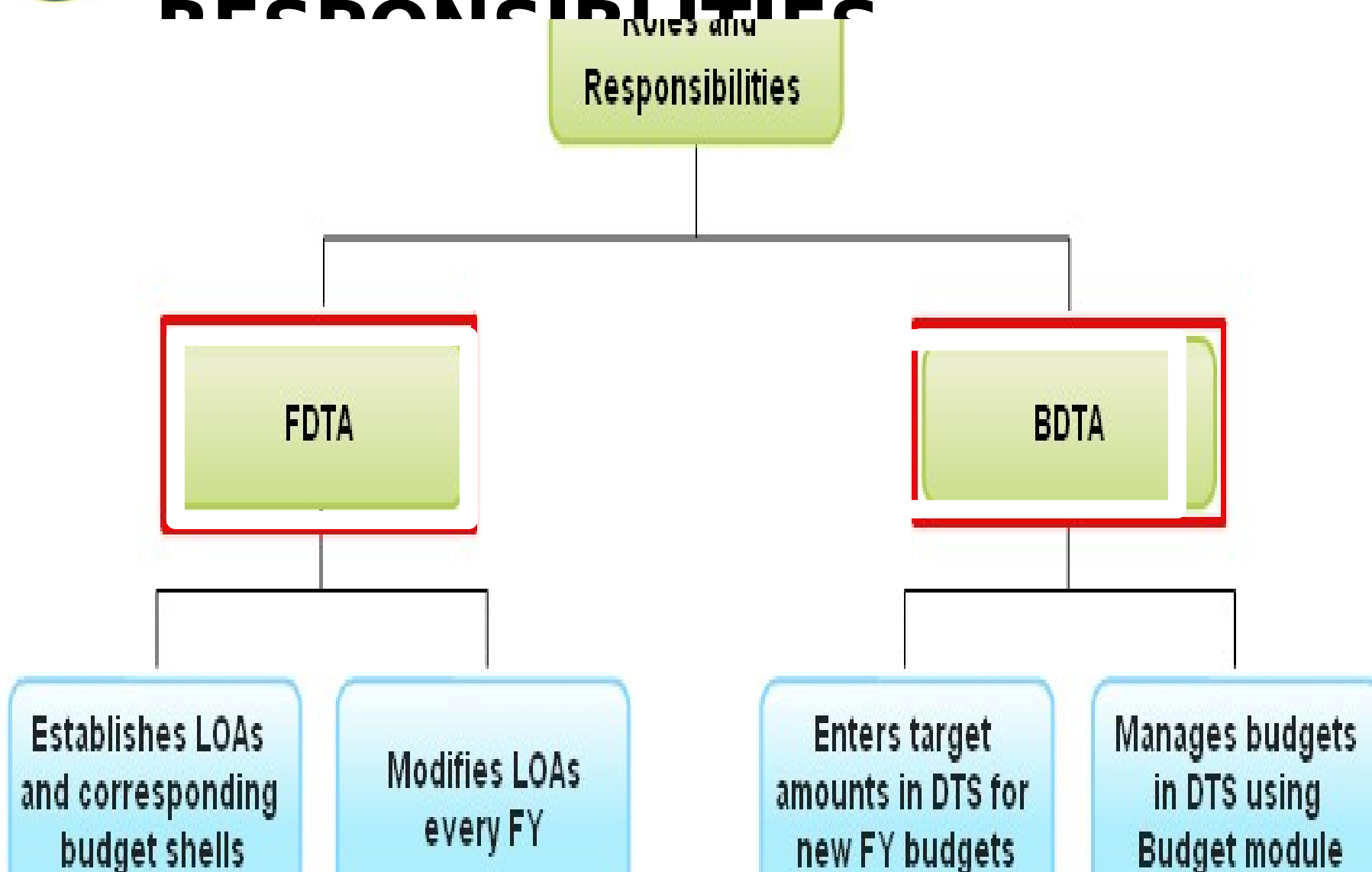◉ Enter with your login and password

COMMUNICATING IN CLASS

TRAINING OBJECTIVES

- Roles and responsibilities
- Accounting shutdown periods
- Creating new FY LOAs
- Rolling over LOAs into new FY
- Traveling in the next FY
- Traveling during FY Crossover
- Amendments and Local Vouchers
- Advances and Scheduled Partial Payments
- Updating default LOA in travelers'

ROLES AND RESPONSIBILITIES

```
                         Roles and
                       Responsibilities
                              |
        ┌─────────────────────┴─────────────────────┐
        |                                            |
      FDTA                                         BDTA
        |                                            |
   ┌────┴────┐                              ┌────────┴────────┐
```

| Establishes LOAs and corresponding budget shells | Modifies LOAs every FY | Enters target amounts in DTS for new FY budgets | Manages budgets in DTS using Budget module |

LOA CREATION OPTIONS

Selects new FY LOA creation method

- Default rules

OR

- Custom rules

OR

- Copy function

FY SHUTDOWN PERIODS

- Most partner accounting systems shut down

- Contact your FDTA for details and dates

- DTS never shuts down due to FY Crossover

- Complete current year docs

SHUTDOWN SCHEDULE

DEFENSE TRAVEL MANAGEMENT OFFICE
THE DoD CENTER FOR TRAVEL EXCELLENCE

| Home | About ▼ | Programs & Services ▼ | News & Events ▼ | References ▼ | Search: | | Go |

Defense Travel System
A New Era of Government Travel

🟢 DTS is available. 🟢 EWTS is available. **Login to DTS**

Home
DTMO Website
News & Events

Welcome to
Welcome to the new era of p...
places.

DEFENSE TRAVEL SYSTEM

User Roles

First Time Users

Change Management

Recent Software Updates

Programs & Services > Defense Travel System > FY Crossover and Affected Partner Systems

FY Crossover and Affected Partner Systems

Due to the Fiscal Year Crossover and its impact on accounting activities, the following schedule is provided to announce the accounting system unavailability periods as well as the next fiscal year transaction release date as provided by the partner accounting systems. Please note that this is an annual process that impacts accounting systems during the end of the fiscal year. Since DTS is a system of systems; even if DTS as well as your accounting system is available, this does not mean that every system in the network is available.

This table will be updated as additional information is provided by the partner accounting systems.

Please note that DTS will be available to process travel documents, but you may experience accounting-related delays including settlement vouchers between the 26th of September and 15th of October. Please contact your ODTA, FDTA, or LDTA for more information.

QUICK LINKS AND RESOURCES

- Guide to Establishing LOAs and Budgets for the New Fiscal Year

- Guide to Processing Authorizations for the New Fiscal Year

Expected System Down Time FY 11-12 (As of 4/26/2011)			
Partner System	**Date Down**	**Date Back Up**	**FY 12 Transaction Release Date**
CABS	TBD	TBD	10/3/2011
CAFRMS	TBD	TBD	10/14/2011
CUFS	N/A	N/A	TBD
DAI	N/A	N/A	9/17/2011
DBMS	N/A	N/A	10/3/2011
DEAMS	N/A	N/A	10/1/2011

DEFAULT ROLLOVER LOAs

- Automatically update FY and PY elements
- Empty elements remain empty
- Other elements copied into new LOA

Selected Format Map	Default Rollover Element(s)	Default Rule(s)
MC 1, 8/1/2001	Account 2 FY Account 2 PY	Empty (null) values for Marine Corps FY elements are not rolled over. 'X' values for Marine Corps FY elements are not rolled over. Non-empty (FY and PY) elements are rolled to new fiscal year.

Select Rollover Rules: ⊙ Use default rule(s)

   ○ Use custom rule(s) defined for each LOA

Continue   Cancel

CUSTOM ROLLOVER LOAS

- User can turn off individual element rules
- Applied to one or more LOAs
- Once applied, DTS no longer auto

COPY LOA – MANUAL ROLLOVER

Creating new LOA with copy feature:

- Duplicate all existing LOA elements
- Edit any format element of new LOA
- Select organization to use new LOA
- Create empty quarterly budget shell for new LOA
- Name new LOA and new budget shell

COPY FUNCTION:
o **Display all format elements**
o **All elements open to editing**
o **Only copy one LOA at a time**
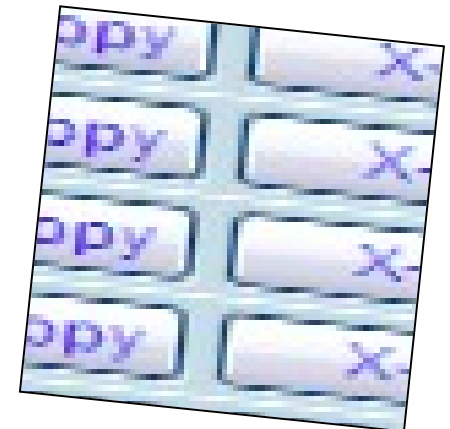
COPY – RULES TO REMEMBER

Per DTS rules; New copies of LOAs:

- Only created one (1) at a time

- Fiscal Year element is not automatically changed

- FDTA must change data elements; reflect any FY changes

- BDTA must add fund targets to new budget shell

DEFAULT OPTION: ROLLOVER LOAs

DEFAULT OPTION: SEARCH FOR LOAs

User Name: Terry Carson
Organization Access: TDZKMB
Group Access: - (All)
Permission: 0, 1, 2, 3, 4, 5, 6, 7
Run Date: June 15, 2011 - 13:44 EDT

Screen ID: 7700.1

DTA Home | Help for this Screen | Logout

Defense Travel System
A New Era of Government Travel

DTA Maintenance

DTA Tools: Lines of Accounting ⌄ | Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List

Search Lines of Accounting

Label:	_____ (FY + LOA Name)
Format Map:	_____ ⌄
Organization Name:	TDZKMB ⌄ 🔍 ☐ --Include Sub-Organizations
Unbudgeted LOA(s) Only:	☐

Search

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DEFAULT OPTION: SELECT LOAS

DEFAULT OPTION: SELECT RULES

Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List

Rollover Line(s) of Accounting - Select Rules

Selected Format Map	Default Rollover Element(s)	Default Rule(s)
MC 1, 8/1/2001	Account 2 FY Account 2 PY	Empty (null) values for Marine Corps FY elements are not rolled over. 'X' values for Marine Corps FY elements are not rolled over. Non-empty (FY and PY) elements are rolled to new fiscal year.
ARMY 3, 6/6/2003	Account 2 FY Account 2 PY	Empty (null) values for Army PY and FY elements are not rolled over. 'X' values for Army FY elements are not rolled over. Non-empty (FY and PY) elements are rolled to new fiscal year.

Select Rollover Rules:
- ● Use default rule(s)
- ○ Use custom rule(s) defined for each LOA

Continue   Cancel

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DEFAULT OPTION: DEFAULT RULES

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A New Era of Government Travel

User Name: **Terry Carson**
Organization Access: **TDZKMB**
Group Access: **- (All)**
Permission: **0, 1, 2, 3, 4, 5, 6, 7**
Run Date: **June 15, 2011 - 13:53 EDT**

Screen ID:

DTA Home | Help for this Screen | Logout

DTA Maintenance

DTA Tools: Lines of Accounting | Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List

Rollover Line(s) of Accounting - Default Rules (An empty budget shell will not be created if Create Budget is not checked.)* Required

Rollover LOA(s) to Fiscal Year:* `2012`

Empty Budget Shell(s) Fiscal Year: `2012`

Create Budget	Shared	Organization Name	Label	Format Map	Preview
☑	☐	TDZKMBTRAINING	11 CONFERENCE	MC 1, 8/1/2001	Preview
☑	☐	TDZKMBTRAINING	11 LOCAL	AF 2, 9/29/2003	Preview
☑	☐	TDZKMBTRAINING	11 ROUTINE	ARMY 3, 6/6/2003	Preview
☑	☐	TDZKMBTRAINING	11 TRAINING	MC 1, 8/1/2001	Preview

Rollover Line(s) of Accounting | Cancel

DEFAULT OPTION: CONFIRM LOAs

Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List

ing

Rollover Line(s) of Accounting - Confirm

After the lines of accounting are rolled over into the new fiscal year, you will not have an option to systematically back out the changes through the DTS application. If changes are required after the rollover function is completed, modifications will have to be made to the LOAs through the LOA Mass Update or the LOA Edit functions.

Would you like to continue with the rollover action or cancel and review your LOA rollover rules prior to executing the fiscal year rollover?

[Continue] [Cancel]

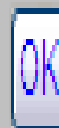# DEFAULT OPTION: SUMMARY

Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List

Rollover Line(s) of Accounting Summary

2 of 2 Line(s) of Accounting Successfully Rolled Over.

2 of 2 Empty Budget Shell(s) Successfully Created.

OK

CUSTOM OPTION: SELECT RULES

Search LOA(s) | Create

1. DTA Maintenance Tool > LOA(s)
2. Search for LOA(s) to roll over
3. Check/select LOA(s)
4. Click: Rollover Selected (on this page) button

Rollover Line(s) of Accounting - Select Rules

Selected Format Map	Default Rollover Element(s)	Default Rule(s)
MC 1, 8/1/2001	Account 2 FY Account 2 PY	Empty (null) values for Marine Corps FY elements are not rolled over. 'X' values for Marine Corps FY elements are not rolled over. Non-empty (FY and PY) elements are rolled to new fiscal year.

Select Rollover Rules: ○ Use default rule(s)

⊙ Use custom rule(s) defined for each LOA

Continue   Cancel

CUSTOM OPTION: CUSTOM RULES

CUSTOM OPTION: DATA ELEMENTS

Format Map: MC 1, 8/1/2001
Organization Name: TDZDTMOCSD

LOA Data Elements

Account	Field	Value	Length
Account 1	AAA or DTST: *	067400	(6 or DTST)
	DTST Sub-field:		(14)
Account 2	DEPT:		(2)
Account 3	OC/SO:		
	BC:		
Account 4	AAA:		
	TTC:		
Account 5	C:		
	MAC:		
Account 6	BRC:		(2)
Account 7	RON:		(15)
	RBC:		(1)
Account 8	JNLU:		(4)
	DSSN:	9400	(4)
	ACRN:	AA	(2)
Account 9	IBOP:		(4)
Account 10	TF:		(2)
	LOC:		(2)
	FCN:		(3)
	FLN:		(3)

Account 4
AAA: 067400 (6)
TTC: 2D (2)

Account 5
CC: 16AA17088000 (12)
MAC: M20175 (6)

Account 10
FCN: (3)
FLN: (3)

Close Window

CUSTOM OPTION: ROLLOVER

Defense Travel System
A New Era of Government Travel

Organization Access: TDZKMB
Group Access: - (All)
Permission: 0, 1, 2, 3, 4, 5, 6, 7
Run Date: June 15, 2011 - 13:59 EDT

DTA Home | Help for this Screen | Logo

DTA Maintenance

TA Tools: | Lines of Accounting ▾ | Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List

Rollover Line(s) of Accounting - Custom Rules (An empty budget shell will not be created if Create Budget is not checked.)* Required

Rollover LOA(s) to Fiscal Year:* 2012

Empty Budget Shell(s) Fiscal Year: 2012

Create Budget	Shared	Select Rollover Field(s)	Organization Name	Label	Format Map	Preview
☑	☐	☑ Account 2 FY (12) ☐ Account 2 PY (11)	TDZKMBTRAINING	11 TRAINING	MC 1, 8/1/2001	Preview

CUSTOM OPTION: CONFIRM

Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List

Rollover Line(s) of Accounting - Confirm

After the lines of accounting are rolled over into the new fiscal year, you will not have an option to systematically back out the changes through the DTS application. If changes are required after the rollover function is completed, modifications will have to be made to the LOAs through the LOA Mass Update or the LOA Edit functions.

If the LOA label that will be created for the LOA rollover action already exists in the organization, DTS will construct a unique label for the rolled over LOA by appending an "X" to the current LOA label, enabling a user to initiate the rollover action for an LOA, two (2) times.

Would you like to continue with the rollover action or cancel and review your LOA rollover rules prior to executing the fiscal year rollover?
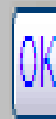
Continue | Cancel

CUSTOM OPTION: SUMMARY

Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List

Rollover Line(s) of Accounting Summary

1 of 1 Line(s) of Accounting Successfully Rolled Over.
1 of 1 Empty Budget Shell(s) Successfully Created.

OK

QUESTIONS?

COPY FEATURE: SEARCH LOAs

Run Date: June 17, 2010 - 09:17 EDT

Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List

Search Lines of Accounting

Label: [   ] (FY + LOA Name)

Format Map: [▾]

Organization Name: [TDZDTMOCSD ▾] 🔍 ☐ --Include Sub-Organizations

Unbudgeted LOA(s) Only: ☐

[Search]

SELECT TO DELETE OR ROLLOVER

Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List

Lines of Accounting (Search Results)

Organization Name: TDZDTMOCSD
Include Sub-Organizations: No
Format Map:

Label:
Unbudgeted LOA(s) Only: No

Select to Delete or Rollover	Edit			Organization Name	Label	Shared	Format Map	Link to
☐	Update	Copy	X-Org Funding	TDZDTMOCSD	10 CONFERENCE	No	MC 1, 8/1/2001	New Budget
☐	Update	Copy	X-Org Funding	TDZDTMOCSD	10 CROSSOVER	No	MC 1, 8/1/2001	New Budget
☐	Update	Copy	X-Org Funding	TDZDTMOCSD	10 CSD	Yes	MC 1, 8/1/2001	New Budget
☐	Update	Copy	X-Org Funding	TDZDTMOCSD	10 DIFF	No	eBiz 2, 2/20/2003	New Budget
☐	Update	Copy	X-Org Funding	TDZDTMOCSD	10 FMS TRAINING	No	AF 2, 9/29/2003	New Budget
☐	Update	Copy	X-Org Funding	TDZDTMOCSD	10 LOCAL	No	MC 1, 8/1/2001	New Budget
☐	Update	Copy	X-Org Funding	TDZDTMOCSD	10 MEDICAL	No	AF 2, 9/29/2003	New Budget
☐	Update	Copy	X-Org Funding	TDZDTMOCSD	10 PER DIEM	No	ARMY 3, 6/6/2003	New Budget
☐	Update	Copy	X-Org Funding	TDZDTMOCSD	10 PERDIEM	Yes	AF 2, 9/29/2003	New Budget
☐	Update	Copy	X-Org Funding	TDZDTMOCSD	10 SUPPLY	No	WAAS 1, 8/7/2002	New Budget
☐	Update	Copy	X-Org Funding	TDZDTMOCSD	10 TRAVELTEAM1	No	AF 2, 9/29/2003	New Budget
☐	Update	Copy	X-Org Funding	TDZDTMOCSD	11 CSD	No	MC 1, 8/1/2001	New Budget
☐	Update	Copy	X-Org Funding	TDZDTMOCSD	11 LOCAL	No	MC 1, 8/1/2001	New Budget
☐	Update	Copy	X-Org Funding	TDZDTMOCSD	11 PER DIEM	No	ARMY 3, 6/6/2003	New Budget

Select All   Clear All

Delete Selected(on this page)	Rollover Selected (on this page)

1 - 14 of 14

COPY FEATURE: CREATE NEW LOAs

Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List

Copy Line of Accounting (An empty budget shell will not be created if Create Budget is not checked.) * Data Required

Format Map:	MC 1, 8/1/2001
Organization Name: *	TDZDTMOCSD
Share LOA:	☐ Yes
Create Budget:	☑ Yes
Empty Budget Shell Fiscal Year: *	**2012** (4 digit year)

Label

LOA Fiscal Year: *	**12** (2 digit year)
LOA Name: *	CROSSOVER

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COPY FEATURE: DATA ELEMENTS

TRAVEL IN NEXT FISCAL YEAR

o Traveler **may** create auth for TDY **in next FY**

o AOs **may not** approve until after new LOAs and budgets established.

o AOs **may approve** next travel **in next FY**

- DTS holds next FY LOA based on accounting systems
- CTO is allowed to ticket res

o No advances paid until the **next Fiscal Year LOA is released**

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FY CROSSOVER TRAVEL

CROSSOVER TRAVEL:
Itinerary covers two or more fiscal years

TRAVELER:

Creates authorization, includes all TDY dates

Uses trip end date to populate all

AUTHORIZATION: TDY NEXT FY

Create the auth in usual way:

❑ Enter itinerary

❑ Select travel arrangements

❑ Enter associated expenses **AN**

❑ Enter correct per diem entitlements

❑ Select new FY LOA if available **OR**

❑ Leave LOA blank if FY LOA not available

ACTIONS PRIOR TO SIGNING

TRAVELER:

Add expenses > select LOAs for both FYs

If new FY LOA not available > Document end date is 30 Sept.

"Traveler is expected to return on {date}, so this travel crosses fiscal years.
This authorization includes both fiscal year itinerary and expenses."

ALL OTHER ACTIONS OCCUR AS USUAL:

o Traveler applies SIGNED stamp

o CTO books reservations

o AO applies APPROVED stamp

o CTO tickets flights 3 days prior to departure

WHEN NEW FUNDS BECOME AVAILABLE

❑ FDTA or BDTA: Creates new FY LOAs and budgets

❑ TRAVELER: No action required if authorization was created using both LOAs

❑ AMENDMENT: **REQUIRED to authorization,** if the new LOAs were unavailable to traveler

❑ AO: Must approve before CTO can ticket

❑ CTO: Tickets return flight reservations

CREATE AMENDMENT

When new LOAs and Budgets are loaded into DTS, travelers must amend their authorizations:

- Include full trip date range

- Include new FY LOAs

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CHANGE TRIP END DATE

Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY/TAD Locations for per diem purposes. You will be able to request bookings for transportation (e.g.,air,rail) and lodging after these initial steps are complete.

Overall Starting Point Information

Please Note: A Red Star (*) indicates a required field.

* Select a Location: -OR- * Enter a Starting Point:

| [▼] | ARLINGTON | VA | Search |

* Start Date(mm/dd/yyyy): 09/16/2008 [📅 ▼]

Overall Ending Point Information

Please Note: A Red Star (*) indicates a required field.

* Select a Location: -OR- * Enter an Ending Point:

| [▼] | ARLINGTON | VA | Search |

* End Date(mm/dd/yyyy): 10/08/2008 [📅 ▼]

Other Trip Information

Please Note: A Red Star (*) indicates a required field.

*Trip Type: [AA-ROUTINE TDY/TAD ▼]   Trip Description (optional): [   ]

Trip Summary

Overall Starting Point

| Leave From: | ARLINGTON, VA | Edit |
| Leave: | 16-Sep-11 | |

Location 1: ST. LOUIS,MO

Leave From:	ARLINGTON, VA	Edit
TDY/TAD Loc:	ST. LOUIS, MO	
Arrive:	16-Sep-11	
Leave:	08-Oct-11	
Carrier/ Flight:	American Airlines (AA) 515	Edit
Conf/PNR:	123456	
Depart:	10:10AM - 16-Sep-08 DCA-Washington, DC (USA) (National Apt)	
Arrive:	11:15AM - 16-Sep-08 STL-St. Louis, MO (USA) (Lambert Int'l.	
Lodging:	Ramada	Edit
Confirmation:	123456	
Check-In:	16-Sep-11	
Check-Out:	08-Oct-11	

Overall Ending Point

Leave From:	ST. LOUIS, MO	Edit
Return Loc:	ARLINGTON, VA	
Arrive:	08-Oct-11	
Carrier/ Flight:	American Airlines (AA) 1642	Edit
Conf/PNR:	123456	

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ADD NEW EXPENSES

Logged In As: ERIC T CARSON
Traveler Name: ERIC T CARSON

Document Name: ECBRIDGEPORTC080110_A01
Document Type: Authorization

Screen ID: 1036.1

Close Window
Help for this screen

Defense Travel System
A New Era of Government Travel

Itinerary   Travel   Expenses   Accounting   Additional Options   Review/Sign

RETURN TO LIST

Non-Mileage   Mileage   Per Diem Entitlements   Substantiating Records

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Select "Save Expenses" to save the expenses to the travel document. Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

Leave: 01-Aug-10   Return: 30-Nov-10   **Add Expense**

* Expense Type: [   ] ⌄

- OR - [   ]

* Cost: $ [   ]

* Date:
(mm/dd/yyyy)   [11/30/2010]   ▥⌄

* Method of Reimbursement: [--Please Select-- ⌄]

> view expense details / currency calculator

[Save Expense]

Expenses Summary

Expense Type	Date	Cost	E/R
Taxi - Terminal	08/01/2010	$25.00	Edit Remove
Excess Baggage	08/01/2010	$50.00	Edit Remove
Taxi - Terminal	11/30/2010	$25.00	Edit Remove

Total Expenses: $100.00

Add expenses for the new fiscal year as appropriate.

Examples may include hotel taxes and return taxi rides.

Proceed to the following page: [Expense - Mileage   ⌄]   [Continue]

ALLOCATION OF EXPENSES

LOCAL VOUCHERS

- Cannot be process with two Fiscal Year LOAs
- Should be approved before shutdown to ensure processing prior to shutdown
- If not completed prior to shutdown;

   no payment until obligation stamped POS ACK

- Docs using new FY LOA:
  - Can be approved
  - Held until release date

DEFAULT LOA UPDATE

Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List

Default LOA Update

Organization Name: * TDZDTMOCSD

Existing Default LOA Label:

New Default LOA Label:

Include All Users:

Submit

Summary

- Services and Agencies define their own dates for shutdown
- Three (3) options for creating new FY LOAs
- Crossover travel involves 2 or more fiscal years
- Documents can be created with crossover dates
- Crossover travel can not be approved until the new LOA are built and funds are available
- Authorization Itineraries:
  - Don't need to be amended if built with both fiscal year LOAs
  - Must be amended if only the current fiscal year LOA was available
- Local vouchers can not be processed with 2 fiscal year LOAs

CLASS CLOSING LOBBY

Lobby set-up:
o   Instructor audio turned off
o   Questions answered for 15
 minutes
o   Lobby stays open 60 minutes

Please help us evaluate:
o   Complete 3 polls in the lobby
o   Fill out ICE card when it opens

Use the lobby resources:
o   Download class slides
o   Use links to DTMO website & TRAX

THANK YOU FOR ATTENDING

DISTANCE LEARNING

**For a three month schedule of
DTMO distance learning classes
Go to the
DTMO Website > Training Resources Center**